

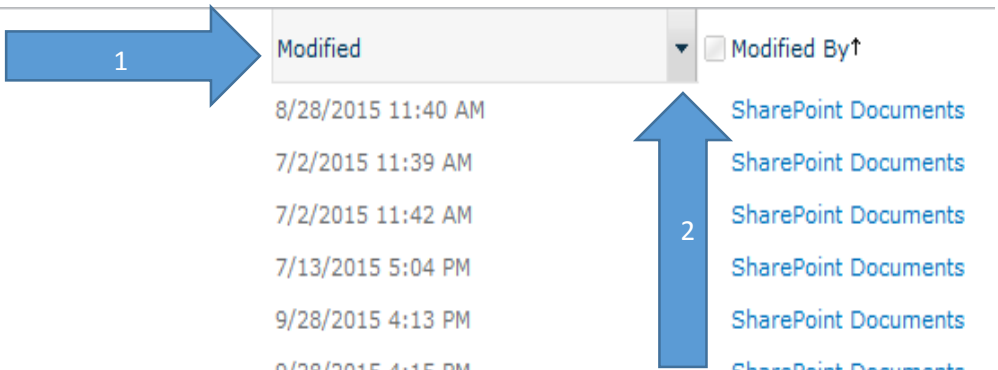
**Step 1: Once you click into a Folder it will look similar to the screen below:**

---

	Modified	<input type="checkbox"/> Modified By↑
<a href="#">_August 2015 SR Attendance Sheets</a>	8/28/2015 11:40 AM	SharePoint Documents
<a href="#">_FY15 12 JUNE SR ATTENDANCE SHEETS</a>	7/2/2015 11:39 AM	SharePoint Documents
<a href="#">_FY16 01 JULY SR ATTENDANCE SHEETS</a>	7/2/2015 11:42 AM	SharePoint Documents
<a href="#">_FY2016 01 JULY SR ATTENDNACE SHEETS</a>	7/13/2015 5:04 PM	SharePoint Documents
<a href="#">_September 2015 SR Attendance Sheets</a>	9/28/2015 4:13 PM	SharePoint Documents
<a href="#">_September 2015 VPK Attendance Sheets</a>	9/28/2015 4:15 PM	SharePoint Documents
<a href="#">_FY15 09 MARCH 2015 SR ATTENDANCE SHEETS</a>	3/30/2015 4:02 PM	SPAdmin
<a href="#">_FY15 09 MARCH 2015 VPK ATTENDANCE SHEETS</a>	3/30/2015 4:05 PM	SPAdmin
<a href="#">_FY15 10 APRIL 2015 SR ATTENDANCE SHEETS</a>	4/24/2015 4:39 PM	SPAdmin
<a href="#">_FY15 10 APRIL 2015 VPK ATTENDANCE SHEETS</a>	4/24/2015 4:56 PM	SPAdmin
<a href="#">_FY15 10 APRIL SR ATTENDANCE SHEETS</a>	5/4/2015 3:29 PM	SPAdmin
<a href="#">_FY15 10 APRIL VPK ATTENDANCE SHEETS</a>	5/4/2015 3:33 PM	SPAdmin
<a href="#">_FY15 11 MAY SR ATTENDANCE SHEETS</a>	5/29/2015 4:51 PM	SPAdmin
<a href="#">_FY15 11 MAY VPK ATTENDANCE SHEETS</a>	5/29/2015 4:54 PM	SPAdmin
<a href="#">_FY2016 01 JULY SR ATTENDANCE SHEETS</a>	7/17/2015 4:43 PM	SPAdmin
<a href="#">_Weekday_SignInOut</a>	9/27/2015 11:04 PM	SPAdmin
<a href="#">_Weekend_SignInOut</a>	9/27/2015 11:04 PM	SPAdmin

---

**Step 2:** Place your mouse over the “Modified” header as shown below arrow #1 and click on the little down arrow as shown below arrow #2:



	Modified	Modified By↑
<a href="#">_August 2015 SR Attendance Sheets</a>	8/28/2015 11:40 AM	SharePoint Documents
<a href="#">_FY15 12 JUNE SR ATTENDANCE SHEETS</a>	7/2/2015 11:39 AM	SharePoint Documents
<a href="#">_FY16 01 JULY SR ATTENDANCE SHEETS</a>	7/2/2015 11:42 AM	SharePoint Documents
<a href="#">_FY2016 01 JULY SR ATTENDANCE SHEETS</a>	7/13/2015 5:04 PM	SharePoint Documents
<a href="#">_September 2015 SR Attendance Sheets</a>	9/28/2015 4:13 PM	SharePoint Documents
<a href="#">_September 2015 VPK Attendance Sheets</a>	9/28/2015 4:15 PM	SharePoint Documents
<a href="#">_FY15 09 MARCH 2015 SR ATTENDANCE SHEETS</a>	3/30/2015 4:02 PM	SPAdmin
<a href="#">_FY15 09 MARCH 2015 VPK ATTENDANCE SHEETS</a>	3/30/2015 4:05 PM	SPAdmin
<a href="#">_FY15 10 APRIL 2015 SR ATTENDANCE SHEETS</a>	4/24/2015 4:39 PM	SPAdmin
<a href="#">_FY15 10 APRIL 2015 VPK ATTENDANCE SHEETS</a>	4/24/2015 4:56 PM	SPAdmin
<a href="#">_FY15 10 APRIL SR ATTENDANCE SHEETS</a>	5/4/2015 3:29 PM	SPAdmin
<a href="#">_FY15 10 APRIL VPK ATTENDANCE SHEETS</a>	5/4/2015 3:33 PM	SPAdmin
<a href="#">_FY15 11 MAY SR ATTENDANCE SHEETS</a>	5/29/2015 4:51 PM	SPAdmin
<a href="#">_FY15 11 MAY VPK ATTENDANCE SHEETS</a>	5/29/2015 4:54 PM	SPAdmin
<a href="#">_FY2016 01 JULY SR ATTENDANCE SHEETS</a>	7/17/2015 4:43 PM	SPAdmin
<a href="#">_Weekday_SignInOut</a>	9/27/2015 11:04 PM	SPAdmin
<a href="#">_Weekend_SignInOut</a>	9/27/2015 11:04 PM	SPAdmin

**Step 3:** A little screen will appear as shown below: Click “Descending” for the recently uploaded document to be visible on top.

- [\\_August 2015 SR Attendance Sheets](#)
- [\\_FY15 12 JUNE SR ATTENDANCE SHEETS](#)
- [\\_FY16 01 JULY SR ATTENDANCE SHEETS](#)
- [\\_FY2016 01 JULY SR ATTENDANCE SHEETS](#)
- [\\_September 2015 SR Attendance Sheets](#)
- [\\_September 2015 VPK Attendance Sheets](#)
- [\\_FY15 09 MARCH 2015 SR ATTENDANCE SHEETS](#)
- [\\_FY15 09 MARCH 2015 VPK ATTENDANCE SHEETS](#)
- [\\_FY15 10 APRIL 2015 SR ATTENDANCE SHEETS](#)
- [\\_FY15 10 APRIL 2015 VPK ATTENDANCE SHEETS](#)
- [\\_FY15 10 APRIL SR ATTENDANCE SHEETS](#)
- [\\_FY15 10 APRIL VPK ATTENDANCE SHEETS](#)
- [\\_FY15 11 MAY SR ATTENDANCE SHEETS](#)
- [\\_FY15 11 MAY VPK ATTENDANCE SHEETS](#)
- [\\_FY2016 01 JULY SR ATTENDANCE SHEETS](#)
- [\\_Weekday\\_SignInOut](#)
- [\\_Weekend\\_SignInOut](#)

Modified		Modified By↑
8/28	Ascending	SharePoint Documents
7/2/2015	Descending ←	SharePoint Documents
7/2/2015	Clear Filter from Modified	SharePoint Documents
7/13/2015	3/30/2015	SharePoint Documents
9/28/2015	4/24/2015	SharePoint Documents
9/28/2015	5/4/2015	SharePoint Documents
3/30/2015	5/29/2015	SPAdmin
3/30/2015	7/2/2015	SPAdmin
4/24/2015	7/13/2015	SPAdmin
4/24/2015	7/17/2015	SPAdmin
5/4/2015	8/28/2015	SPAdmin
5/4/2015	9/27/2015	SPAdmin
5/29/2015 4:51 PM	9/28/2015	SPAdmin
5/29/2015 4:54 PM	5/29/2015 4:51 PM	SPAdmin
7/17/2015 4:43 PM	5/29/2015 4:54 PM	SPAdmin
9/27/2015 11:04 PM	7/17/2015 4:43 PM	SPAdmin
9/27/2015 11:04 PM	9/27/2015 11:04 PM	SPAdmin

**Step 4:** The recently uploaded document will be visible on top of the list.

	Modified↓
<a href="#">_September 2015 VPK Attendance Sheets</a>	9/28/2015 4:15 PM
<a href="#">_September 2015 SR Attendance Sheets</a>	9/28/2015 4:13 PM
<a href="#">_Weekend_SignInOut</a>	9/27/2015 11:04 PM
<a href="#">_Weekday_SignInOut</a>	9/27/2015 11:04 PM
<a href="#">_August 2015 SR Attendance Sheets</a>	8/28/2015 11:40 AM
<a href="#">_FY2016 01 JULY SR ATTENDANCE SHEETS</a>	7/17/2015 4:43 PM
<a href="#">_FY2016 01 JULY SR ATTENDANCE SHEETS</a>	7/13/2015 5:04 PM
<a href="#">_FY16 01 JULY SR ATTENDANCE SHEETS</a>	7/2/2015 11:42 AM
<a href="#">_FY15 12 JUNE SR ATTENDANCE SHEETS</a>	7/2/2015 11:39 AM
<a href="#">_FY15 11 MAY VPK ATTENDANCE SHEETS</a>	5/29/2015 4:54 PM
<a href="#">_FY15 11 MAY SR ATTENDANCE SHEETS</a>	5/29/2015 4:51 PM
<a href="#">_FY15 10 APRIL VPK ATTENDANCE SHEETS</a>	5/4/2015 3:33 PM
<a href="#">_FY15 10 APRIL SR ATTENDANCE SHEETS</a>	5/4/2015 3:29 PM
<a href="#">_FY15 10 APRIL 2015 VPK ATTENDANCE SHEETS</a>	4/24/2015 4:56 PM
<a href="#">_FY15 10 APRIL 2015 SR ATTENDANCE SHEETS</a>	4/24/2015 4:39 PM
<a href="#">_FY15 09 MARCH 2015 VPK ATTENDANCE SHEETS</a>	3/30/2015 4:05 PM
<a href="#">_FY15 09 MARCH 2015 SR ATTENDANCE SHEETS</a>	3/30/2015 4:02 PM

---